

**Minutes of the Personnel Committee
Tuesday, October 5, 2004**

Chair Paulson called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Genia Bruce, Tom Bullermann, Jim Jeskewitz, Jeff Morris, Bonnie Morris and Bob Thelen. **Absent:** Supervisor Bruce arrived at 8:35 a.m. Supervisor Bullermann left the meeting at 10:27 a.m. Supervisor Bruce left the meeting at 10:55 a.m. and returned at 12:45 p.m.

Also Present: Legislative Policy Advisor Dave Krahn, Employment Services Manager Sue Zastrow, Employee Benefits Administrator Pete Hans, County Clerk Kathy Nickolaus, Chief of Staff Allison Bussler, County Board Chair Jim Dwyer, Supervisor Kathleen Cummings, Senior Budget Analyst Mike Baniel, Chief of Staff Lee Esler, Business Manager Betsy Crosswaite, Communication Center Contract Manager Richard Tuma, Sheriff Dan Trawicki, Jail Administrator Mike Giese, Corrections Captain Meg Schnabl, Lieutenant Connie Atkinson, Inspector Bob Johannik.

Approve Minutes of September 7, 2004

MOTION: Jeskewitz moved, Bullermann second, to approve the minutes of September 7, 2004. Motion carried: 6-0.

Schedule Next Meeting Dates

- October 12
- October 19
- November 2
- November 16
- December 7

Discuss and Consider 2005 Operating Budgets for the Following Departments

County Clerk

Nickolaus was present to discuss the County Clerk 2005 operating budget as outlined in the 2005 budget book. She reviewed the following areas: mission, financial summary, position summary (FTE), departmental objectives and strategic achievements. Total expenditures for 2005 are \$456,366, which is a decrease of \$144,200 or 24%. Operating expenses decrease by \$163,500 for election related costs including the ballots and publishing required for legal election notices. Operating expenses include \$800 to purchase a passport photo camera. The department will charge \$10 per photo to applicants based on the cost of supplies and needed staff time and education. Total revenues are \$156,620, which is a decrease of \$78,800 or 33.5% from 2004. Included in total revenues is a general fund balance of \$80,000 for one-time election related costs because of the election cycles. Tax levy for the County Clerk's Office is \$299,746, which is a reduction of \$65,400 or 17.9% from the previous year. Total personnel costs for 2005 are anticipated to be \$272,428, which is an increase of 3.1%. Nickolaus anticipates spending in excess of the 2004 budget for extra help due to unforeseen health issues with her staff. She may have to ask for a fund transfer to cover these personnel costs. She anticipates being able to come up with any budgetary short falls within her departmental budget.

Nickolaus said at this time of the year, the number of marriage licenses applied for usually goes down while the number of passports sold increases. Because of this seasonal change, her staff can easily handle the ebb and flow of customer service. The sale of passports is going much better than anticipated and the staff enjoys providing this type of service. She does not anticipate the additional service of taking passport photos to hinder the performance of her staff. Several couples enjoyed the convenience of purchasing passports for their honeymoons while applying for a marriage license.

Nickolaus reviewed the County Clerk's page on the county Website. She showed the committee how they can look up enrolled ordinances, voting records and committee signature pages on her Webpage. These items are posted to the Internet after board meetings. Users can search the site for both proposed and enrolled ordinance numbers. Also on her Webpage, users can find their polling place, elected officials, sample ballots and maps to polling places.

MOTION: Bruce moved, Jeff Morris second, to tentatively approve the 2005-operating budget for the County Clerk. Motion carried: 7-0.

County Executive

Bussler was present to discuss the County Executive 2005 operating budget general fund as outlined in the budget book. She said the budget does not include any large changes. Bussler covered the following areas: mission, financial summary, position summary (FTE), departmental strategic directives/objectives and major departmental strategic achievements. Total expenditures for 2005 are \$518,354 and total revenues are \$10,500 for a tax levy increase of \$11,740 or 2.4%. This department has 4.5 FTEs, which is a slight increase of 0.01 FTEs for extra help in 2005. This is due switching \$336 from overtime to extra help. Bussler also explained the following programs: County Administration/Customer/Community Service and Advisory Boards.

Bussler said one of the department's biggest achievements this year was the opening of the Communications Center in partnership with municipalities, Sheriff's Department and Department of Public Works. Waukesha County received an award for this achievement at the WCA conference in September. The department also established a contract for a countywide HazMat response team to be provided by the City of Waukesha Fire Department to provide cost effective, efficient service to all Waukesha County residents. They also conducted a midpoint review of all departments' 2003 – 2005 strategic plans. The department will continue to conduct these reviews annually. The department will continue to encourage consolidation throughout the county in schools, fire departments, county departments, etc.

MOTION: Bonnie Morris moved, Jeff Morris second, to tentatively approve the 2005-operating budget for the County Executive. Motion carried: 7-0.

County Board

Dwyer and Esler were present to discuss the County Board 2005 operating budget as outlined in the budget book. Dwyer covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for 2005 are \$1,332,291. The department does not generate any revenues. The tax levy for this department is \$1,332,291 which is a 2.4% increase. Total personnel costs increased 2.4% while the operating expenses increased 3.7%. Personnel costs will be reduced from the numbers in the budget book due to a short vacancy in internal audit.

Esler said operating expenses increase of \$1,800 is offset by an interdepartmental expenses decrease of \$1,800 due to a change in procedure for the direct buy of copy paper and utilizing outside printing services. This change will affect all county departments.

Dwyer said Supervisor personnel costs decreased due to the County Board defeat of a proposed inflationary adjustment of Supervisors' salaries included in the 2004 Adopted Budget base. Esler said the overall departmental increase in personnel costs is due to a change from single to family insurance coverage for an audit staff member. Esler explained the following program budgets: Legislative Support, County Board and Committees Operations and Internal Audit.

Dwyer explained that the 2005 budget was not adjusted for travel costs to the 2005 NACo Conference, which will be held in Hawaii. Travel costs to this event will be much higher than other conferences due to its location. No decisions have been made at this time regarding whether or not the board will send anyone to the conference.

Esler said that the program highlight listed on page 336 regarding operating expense increases due to small inflationary adjustment for membership dues to WCA and NACO is no longer true. WCA dues are frozen at the 2004 rate for 2005. We will transfer these funds for membership dues to cover possible increases in the mileage reimbursement rate. Esler said this change in language could be submitted as an administrative change.

MOTION: Jeskewitz moved, Bullermann second, to tentatively approve the 2005-operating budget for the County Board with an administrative change to the highlight on page 336. Motion carried: 7-0.

Supervisor Bullermann left the meeting at 10:27 a.m.

Discuss and Consider Changes to the Human Resources Policies & Procedures Manual: Section 1100, Health Insurance

Hans reviewed changes to the county's policies and procedures manual because of changes made due to an ordinance passed last month that dealt with retiree health insurance. Changes to the policies and procedures manual can be found under section 1155: Retiree Health Insurance. Some of the changes in this section for retirees include such issues as open enrollment, movement between the health insurance programs, insurance coverage for a spouse after the retiree dies, distinctions between Medicare and non-Medicare retirees, etc. Other changes to the document were made to make it more accurate, such as removing language referring to Family Health Plan.

Supervisor Bruce left the meeting at 10:55 a.m.

Ordinance 159-O-059: Create New and Abolish Positions, Approve Equity Adjustments, Transfer Positions to New Department of Emergency Preparedness, Reclassify Positions, and Abolish Sunset Provision

Zastrow gave an overview of the ordinance including identifying what changes each section of the ordained clauses specifies.

MOTION: Jeff Morris moved, Jeskewitz second, to tentatively approve changes to the Health and Human Services positions found in Section I and all of Section VII of Ordinance 159-O-059. Motion carried: 6-0.

The committee took a lunch break. Supervisor Bruce returned after lunch with the committee.

Tuma, Crosswaite and Zastrow were present to discuss Section III of the ordinance's ordained clause and Table III. Zastrow explained which positions were affected by this ordinance as found Table III. These positions become part of the Department of Emergency Preparedness after approval of this ordinance and according to the timeline.

MOTION: Jeskewitz moved, Thelen second, to tentatively approve Section III/Table III and Section VI of Ordinance 159-O-059. Motion carried: 6-0.

The committee tentatively approved the following amendment to Ordinance 159-O-059: IX. Effective upon final approval of this ordinance, abolish one regular full time position of Purchasing Clerk, 2003

salary range \$12.7096 - \$14.84, and create one regular full time position of Clerk Typist III, 2003 salary range \$12.5011 - \$14.0783, in the Department of Administration.

Zastrow, Giese, Trawicki, Atkinson, Johannik and Schnabl were present to discuss Sheriff's Department positions affected by the ordinance. Trawicki said this ordinance creates 26.5 new positions. They will go from 97 to 117.8 Correctional Officers. In 2006, they will request 5.5 additional positions to cover benefit time off.

Schnabl gave a PowerPoint presentation about Waukesha County Corrections and the new jail to help the committee understand why new positions are needed in the Sheriff's Department. The presentation included floor layouts of the jails including an overview of the types of prisoners found in different sections of the jail. The main corridor between the jail and courts is 492 feet long and will be used to transport prisoners to and from court. They estimate one correctional officer will be able to transport six prisoners to/from court at a time.

Trawicki said they feel they are asking for an adequate amount of staffing. You don't want to open a jail that is understaffed. His department worked closely with consultants and Human Resources to develop this plan.

Jeff Morris asked are these staffing levels going to remain stable as the jail continues to expand? Schnabl said these numbers will change as different parts of the jail and the secured courts are built. Baniel said the department has the ability to overstaff four correctional positions. Correctional Officer positions historically have had a large turnover so these additional positions will help stabilize staffing numbers.

Esler asked if there are three more stations in the jail that need staffing, what can be said about the efficiency of the new facility? Why do we need more staff in a building that should be more efficient? Trawicki said the new jail takes into account the special needs prisoners that may not be taken care of appropriately at this time in the current jail. The special needs prisoners need additional attention and staffing. Currently we don't have the right kinds of cells and the appropriate levels of staffing to take care of the special needs prisoners.

Giese said there are different kinds of prisoners that cannot be housed with others. They need to be segregated from the other inmates for the safety of themselves, other inmates and staff. Trawicki said in essence it would appear that the new jail is not as efficient as the current jail. As the number of inmates expands, the number of special needs prisoners will increase and staffing will also grow. Trawicki said there's a misconception of the type of inmates we house. We house inmates that generally stay less than one year and people don't think incidents occur. Incidents such as special needs, suicide watches, mental health issues, etc. happen at least once a day.

Giese said the new building is twice the size of the current building. There's a lot of movement in a jail and staffing is needed to do transports for court visits, visitations, medical, etc. The corridor was designed to transport prisoners more efficiently. We spent a lot of time going over this, making changes and working with Kimme to determine staff efficiencies and operational needs for now and in the future. When we sat down with Zastrow and Baniel we had some staffing numbers put together.

Trawicki said these staffing numbers aren't a new revelation. They are consistent with what we've had the entire time. Giese said their number one goal is to make the jail as safe as possible for the inmates, staff, visitors, etc. Regarding staff efficiency, the main goal is better management of inmates. We have been lucky so far in our current jail.

10/05/04 Personnel Committee

MOTION: Bruce moved, Bonnie Morris second, to tentatively approve the creation and abolishment of all Sheriff's Department positions as stated in Ordinance 159-O-059. Motion carried: 6-0.

Closed Session was cancelled.

Motion to Adjourn

MOTION: Jeskewitz moved, Thelen second, to adjourn the meeting at 2:10 p.m. Motion carried: 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary